## **Devon Meadows Primary School**

## **before and after school supervision parent notification**

Student safety at Devon Meadows Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

**Before school:** School grounds are supervised from 8:45am.

**After school**: School grounds are supervised until 3:45pm.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact the school at 5998 2304 for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

If a student arrives at school before supervision commences at the beginning of the day, the principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

* advise of the supervision arrangements before school
* request that the parent/ carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the principal or nominee staff member will consider whether it is appropriate to:

* attempt to contact the parents/carers
* attempt to contact the emergency contacts
* place the student in an out of school hours care program (if available)
* contact Victoria Police and/or the Department of Health and Human Services (Child Protection) to arrange for the supervision, care and protection of the student.

For a copy of our school’s Yard Duty and Supervision Policy please contact the school office. This policy includes Devon Meadows Primary School’s student supervision arrangements across the school day, including before and after school.